

# Federal Programs Title II Time Sheet

(Please print)

Tutor/Teacher: \_\_\_\_\_ Employee Number: \_\_\_\_\_

School: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Rate of Pay \$ \_\_\_\_\_

Date	Time In	Time Out	Number of Hours	Signature
<b>TOTAL HOURS</b>				

**Reminder: Submit this form and your tutoring rosters by the first (1<sup>st</sup>) of each month to Federal Programs, Thanks!**

I certify that 100% of the time reported on this payroll sheet was spent on an allowable Title II activity aligned with the Equitable Services Plan for the school. The information on this form is true and correct to the best of my knowledge.

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

School Principal/Department Head